



City of Des Moines, Washington

JOB DESCRIPTION



ACCOUNTING SPECIALIST - ACCOUNTS PAYABLE

Regular, Full-time

Salary Grade: G-17

FLSA Status: Overtime Eligible

Union Status: Non-represented

EEO Category: Administrative Support

Nature of Work

Under the general supervision of the Finance Operations Manager, this position processes all accounts payable activities for the City ensuring vendor invoices are appropriately paid and properly recorded in the financial records.

Essential Functions

- Submits invoices to appropriate departments for approval and account coding.
- Reviews invoices for confirmation of goods and services received, accuracy of sales tax or use tax, proper approvals and appropriate account coding.
- Researches undocumented charges and requests reversal of unsubstantiated charges.
- Reviews vendor statements and researches outstanding invoices.
- Maintains City contractual commitment schedules allowing for verification of available contract balances prior to processing invoices.
- Enters invoices into accounts payable system; prints, prepares and mails accounts payable checks.
- Prints checks.
- Cancels, reissues, and voids checks as directed.
- Prepares certification of claims report for Finance Director and Council's approval.
- Copies vouchers and invoices for capital asset files.
- Creates and maintains vendor master files. Files paid invoices.
- Prepares and maintains worksheets for analyzing cost allocation distributions for payment of multiple fund/department invoices, including but not limited to telephone, utilities, Department of Corrections.
- Requests W-9 from all vendors.
- Prints, balances and mails 1099 forms to the IRS and appropriate parties by the legal deadline.
- Coordinates with accounts payable software support to resolve errors and implement enhancements.
- Coordinates with postage meter software support to maintain available postage balance and implement enhancements.
- Administers City P-Card program such as issuing/cancelling cards, managing limits and trouble-shooting issues and problems. Coordinates with departments invoice review to ensure compliance and timely processing of P-Card invoices.
- Carries out the unclaimed property process, notices, disbursements and journal entries.

- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Basic knowledge of State of Washington Budgeting, Accounting, and Reporting System (BARS).
- Working knowledge of liabilities, payment obligations, general purchasing activities, and general ledger account structure.
- Basic knowledge of accounting principles.
- Working knowledge of personal computers, Microsoft Office products, and automated accounts payable and purchasing financial systems.

Ability to:

- Maintain confidentiality regarding sensitive information and confidential records.
- Accurately enter data into computer systems.
- Research vendor payment discrepancies and coordinate corrective action.
- Demonstrate attention to detail.
- Maintain accurate records and files.
- Work independently.
- Plan and organize work.
- Meet deadlines.
- Maintain fair, equitable and cooperative working relationships with co-workers.
- Communicate effectively; both orally and in writing.

Education and Experience Requirements

- Two years college plus two years accounts payable experience. Experience may be substituted for the educational requirement on a year-for-year basis.
- Public sector experience preferred.

Special Requirements

- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Title change from Accounting Assistant to Accounting Technician 2015
- Updated 2015.